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OC-M-74-431
26 July 1974

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Weekly Report

1. Middle East Crisis: The MAX-II/III transmission workload escalated dramatically during the seven-day period 17-23 July as indicated by the following statistics:

<u>Precedence</u>	<u>Normal Weekly Volume</u>	<u>17-23 July Volume</u>
CRITIC	0	300
FLASH	1,500	9,000
IMMEDIATE	65,000	130,000

There was some degradation in the speed of handling of ROUTINE and PRIORITY precedence, but overall handling times were excellent. Some delays occurred in the Cable Secretariat where ROUTINE/PRIORITY processing simply had to be set aside during critical periods. The backlog has now been eliminated as a result of volume decreases and the scheduling of overtime work.

25X1C

25X1A
25X1A

3. [REDACTED] The DDO is requesting authorization to establish a one-man station [REDACTED] It is proposed that the DDO assignee be trained to perform station communications functions.

25X1A

25X1C

4. SKYLINK: The 18 July [REDACTED] satellite outage, caused by a transponder failure, lasted five hours before it was switched over to the standby transponder. Failure of the standby would not cause a total outage, but would result in degraded service. Present planning [REDACTED] is to replace this satellite with one of the two systems to be launched in November. The present system would then revert to standby.

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CL By 003231
E2 IMPDET

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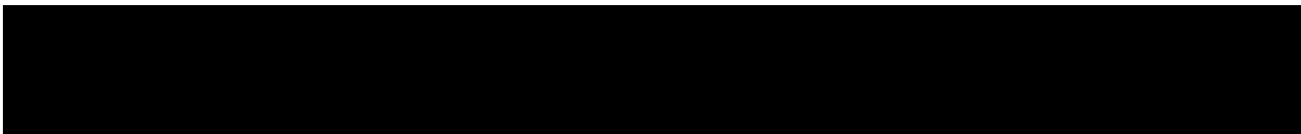
25X1A

Final approval has been given to procure two SC-2 SKYLINK entry terminals, one for [REDACTED] and one for the U.S. Base Station. These terminals will be used to communicate with the East Pacific satellite.

Planned Activities

1. Possible Telephone Strike: C&P personnel may go on strike on 1 August. If this happens, there are sufficient management personnel on duty at the Agency to maintain the main switch and handle telephone trouble calls. Other work orders such as new installations or modifications could not be handled.

25X1C



3. Training:

25X1A

25X1A

A. [REDACTED] The training workload [REDACTED] for the week of 29 July is projected to be 10 courses of instruction with 50 students enrolled. A breakdown of student enrollment by Agency component is as follows:

Office of Communications	48
DDO/Division D	1
DDO/EUR Division	1

25X1A

25X1A

B. [REDACTED] The following courses and seminars are scheduled to be held [REDACTED] during the week of 29 July:

Date	Course	Attending
30 - 31 July	OF Career Board Panel	6
31 July - 2 August	DDM&S Career Counseling Course	17

25X1A

Director of Communications

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